

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	1/16	3	3.3
CHAPTER Chapter 3. Applying to the Program		SUBJECT Updating Application Information			

The institution shall inform the Missouri Department of Health and Senior Services – Bureau of Community Food and Nutrition Assistance (CFNA) if any of the application information changes throughout the program contract year. Failure to promptly notify CFNA of changes could result in delay or denial of CACFP reimbursement.

**CFNA shall be notified if any of the following changes occur:**

- **Licensing status or change in capacity** – The institution must inform CFNA of any changes in licensing status. Institutions shall notify CFNA if their license is suspended, dissolved or revoked. An institution cannot claim reimbursement in any time period when the license is outdated or revoked. If a license is renewed or the licensed capacity of the institution is increased or decreased during the program year, the institution must inform CFNA. **Change of license number for any reason, or change from single proprietor to incorporation or LLC requires a new application.**
- **Ownership** – The institution must inform CFNA in writing of a change in ownership (sold the business) status of the institution. In order to prevent an assessment of an overclaim or denial of reimbursement, it is critical that CFNA be advised **before** the transfer occurs. The contracted business which was sold would be terminated from CACFP on the date the license expired or the date the sale was finalized. **The new owner(s) must complete a totally new CACFP application when a change in ownership occurs and a new license must be in place.**
- **Incorporated or LLC name change** – This is a name change of ownership. If none of the principals change and the FEIN number is the same, the owner is required to notify CFNA in writing of the name change and submit a new Vendor Input Form (MO 300-1498N) for payment, a copy of the incorporation registration and a new Direct Deposit form (MO 300-1608E) for the bank account under the new name. **If the sponsor is going from a sole proprietor to an LLC or Inc (or vice-versa), then this is considered a total change of ownership and requires a new application.**
- **Authorized representative or authorized “user”** – The institution must inform CFNA in writing of any changes in authorized representative(s) or authorized “user.” This will prevent delayed or denied claims and assist CFNA to track and provide the required training for new staff.
- **Institution or business name change** – If none of the principals change and the FEIN number is the same, the institution would have to notify CFNA in writing of the name change and submit a new Vendor Input Form (MO 300-1498N).
- **Address\*** – The institution must inform CFNA of all changes in the address. The location of the institution’s current place of business and hours of operation must be on file. An incorrect address in the file could result in a serious deficiency if found during the monitoring visit.

- **Tax-Exempt Status** – The institution must notify CFNA immediately if tax-exempt status is revoked. A revocation of tax-exempt status would result in ineligibility for the Program.
- **Meals claimed** – The institution must notify CFNA of any changes in meals claimed. If an institution decides to provide (and claim) another meal, a written request and two weeks of menus for that meal shall be submitted to CFNA. Menus must be reviewed and approved by CFNA before the additional meal may be claimed for reimbursement.
- **Meal service times\*** - The institution must notify CFNA of any changes in meal service times. Meal time changes may be done electronically but must comply with the parameters set forth in Section 7.9, *Meal Service Times and Duration*.
- **Changes in Care** – The institution must notify CFNA if changes are made in hours of operation, shift care or overlap care.
- **Changes in claim processing** – The institution must notify CFNA when a decision is made to stop filing CACFP claims. The institution will still be responsible for any overclaim payments and must retain all CACFP records for three years after stopping to claim for meal reimbursement.
- **Institution Closure** – The institution must notify CFNA when a closure is planned. The last date of operation shall be submitted in advance, all claims processed, and a method established to make any overclaim/debt repayments.

**\*Changes can be updated electronically on the CACFP application website at:**

<https://dhssweb04.dhss.mo.gov/cnp>

Only those with authorized web user access may enter claims for reimbursement or make changes and updates to the Sponsor Information Sheet and the Center Information Sheet(s) on the CACFP web based Application and Claims data base. The Sponsor Information Sheet and/or the Center Information Sheet(s) must be in PENDING APPROVAL (or Not Submitted to the State) in order to be approved by the CFNA staff.